

Series 300 - Overview
Acquisition & Assistance
ADS CD 19
07/19/2000

Functional Series 300, Acquisition & Assistance ADS chapters 301-331 replace USAID Handbooks 1B, 11, 12, 13, and 15. The AIDAR (previously Handbook 14) remains pertinent. ADS chapter 350, Grants to Foreign Governments, supersedes the policy guidance in Handbook 3 relating to Program Grant Agreement (PROAG) and Strategic Objective Agreement (SOAG) provisions.

This overview is divided into four sections:

- 1) The first section lists the names, phone numbers, and office symbols of those authors responsible for specific chapters.
- 2) The second section highlights new and updated material in the ADS chapters and/or references for ADS CD 19.
- 3) The third section restates information provided in previous (DR-CD 11 & ADS CDs 12 through 18) Overview files for Series 300.
- 4) The fourth section lists M/OP chapters and which handbooks they supersede.

SECTION I

List of Series 300 ADS Authors

SERIES 300 - ACQUISITION & ASSISTANCE			
No.	Chapter Title	Responsible Office	Point of Contact
301	Responsibility for Procurement	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
302	USAID Direct Contracting	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
303	Grants and Cooperative Agreements to Non-Governmental Organizations	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
304	Choice of Implementation Instrument	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
305	Host Country Contracts	M/OP/POL 7.08-092 RRB	Kathleen O'Hara 202-712-4759

SERIES 300 - ACQUISITION & ASSISTANCE			
No.	Chapter Title	Responsible Office	Point of Contact
		Washington, DC 20523-7801	
306	Interagency Agreements	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
307	Commodity Import Programs	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
308	Grants and Cooperative Agreements with Public International Organizations	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
309 - RESERVED			
310	Source, Origin and Nationality	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
311	Local Procurement	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
312	Eligibility of Commodities	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
313	Eligibility of Suppliers and Contractors	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
314	Transportation and Delivery Services	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
315	Cargo Preference	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
316	Procurement Under Intermediate Institutions	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
317	Procurement Under Fixed Amount Reimbursement Activities	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
318	Patent Rights	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
319 - RESERVED			
320	Marking	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
321	Small Businesses and Disadvantaged Enterprises	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759

SERIES 300 - ACQUISITION & ASSISTANCE			
No.	Chapter Title	Responsible Office	Point of Contact
322	Procurement of Insurance	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
323	Metric Specifications	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
324	Post Procurement	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
325-329 - RESERVED			
330	Source Rules for Administrative Procurement	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
331	Small and Micro Purchases in USAID/W	M/OP/POL 7.08-092 RRB Washington, DC 20523-7801	Kathleen O'Hara 202-712-4759
332-349 – RESERVED			
350	Grants to Foreign Governments	GC/LP 6.06-082 RRB Washington, DC 20523-6601	Jan Miller 202-712-4174
351-399 – RESERVED			

SECTION II

New and Revised Series 300 Chapters and References for ADS CD 19

Chapter 302, USAID Direct Contracting

This chapter was updated to add a Mandatory Reference, Guidebook for Managers and CTOs on Acquisition and Assistance.

Chapter 303, Grants and Cooperative Agreements to Non-Governmental Organizations

This chapter has been revised substantively and editorially throughout. Sections 303.3, E303.5.4b, 303.5.5, 303.5.5a, 303.5.7, E303.5.7, 303.5.10q, 303.5.11a, E303.5.12a, E303.5.12b, 303.6, and 303.7 were substantially revised.

Interim Update #7 from Series 300 “Guidelines for Expanded Assistance Authority for Mission Directors was incorporated into this chapter.

A new Mandatory Reference was added, Guidance on Funding Foreign Government

Delegations to International Conferences

The Supplementary Reference for Chapter 303, Sample Award Format and Schedule, has been revised substantively and editorially throughout.

The Supplementary Reference for Chapter 303, Guidelines for Expanded Assistance Authority for Mission Directors, is new.

Chapter 306, InterAgency Agreements

A new Mandatory Reference was added, Guidance on Funding Foreign Government Delegations to International Conferences

Chapter 308, Grants and Cooperative Agreements with Public International Organizations

A new Mandatory Reference was added, Guidance on Funding Foreign Government Delegations to International Conferences

Chapter 314, Eligibility of Delivery Services

Chapter 314 has been reformatted. Please note that the title is **Eligibility of Delivery Services**. There was a title discrepancy on the last CD.

Chapter 320, Marking

This chapter was revised editorially for ADS CD 19. Additionally, the chapter format was completely revised.

Chapter 350, Grants to Foreign Governments

Chapter 350 has been updated to add a new mandatory reference, Guidance on Funding Foreign Government Delegations to International Conferences and to remove old asterisks and bold from the chapter.

SECTION III

Restated Information from ADS CD 12 through 18 and DR-CDs 9-11

ADS CD 18

Chapter 302, USAID Direct Contracting

Chapter 302 was revised throughout for ADS CD 18. There were substantive changes in the following sections: 302.4, 302.5.1, E302.5.1, 302.5.2, E302.5.2, 302.5.3, E302.5.3, E302.5.4, 302.5.5, 302.5.6, E302.5.6, 302.5.8, 302.5.9, E302.5.9, 302.5.10, E302.5.10, 302.5.11, E302.5.11, 302.5.13, E302.5.13, 302.5.14, E302.5.14, and 302.7.

Chapter 350, Grants to Foreign Governments

Chapter 350 includes substantive changes in section 350.5.5, Transmission of Bilateral Grant Agreements to Congress (Case-Zablocki Act), for ADS CD 18.

ADS CD 17

Chapter 303

Two Mandatory References for ADS 303 have been changed for clarity in one place. Standard Provisions for an Endowment with Non-U.S. Non-Governmental Recipient (303518m1) and Standard Provisions for an Endowment with U.S. Non-Governmental Recipient (303518m2) have been changed in the "Audit" paragraphs (section d in one and section e in the other).

Chapter 318

Chapter 318, Patent Rights, is a new Chapter for ADS CD 17. This chapter supersedes Series 300, Interim Update #4 (ADS CD 17), "Patent Reporting Requirements."

Additionally, this chapter contains policy/procedure not found in the superseded Interim Update.

Chapter 321

Both substantive and editorial changes were made to this chapter. This revision

- (1) Deleted information on the small disadvantaged business program since the authority is no longer in our appropriations act;
- (2) Implements the program for Minority Serving Institutions that was establish in the 6/18/1999 General Notice entitled "Program for Expanding Participation of Minority Serving Institutions"; and
- (3) Revises coverage on set-asides and screening by referring to the AIDAR.

Substantive changes were made to all sections except for 321.5 and 321.5.1b

Chapter 331

Due to the renumbering of the interim updates on ADS CD 17, there are minor editorial changes to ADS 331 in two places. In the 331.7 section and section E331.5.3, the reference to Series 500 Interim Update #47 has been changed to Series 500 Interim Update #20.

Chapter 350

Due to the renumbering of the interim updates on ADS CD 17, there are minor editorial changes to ADS 350 in one place. In the 350.7 section, the reference to Series 300, Interim Update #9 and #12 changed to Series 300, Interim Update #5 and #8 respectively.

ADS CD 16

Chapter 302

Chapter 302 has substantive changes in sections 302.3, 302.5.3 and E302.5.3.

Chapter 303 and 6 references

Both substantive and editorial changes were made throughout the chapter. Substantive changes were made in sections 303.3, 303.5.3, 303.5.4, 303.5.4c, E303.5.5a, E303.5.5c, 303.5.5d & E303.5.5d, 303.5.8, 303.5.12, E303.5.12b, 303.5.15, E303.5.15, 303.5.19 and E303.5.19.

References for ADS 303: There are four new references for ADS 303 and three existing references were updated.

New Supplementary References:

1. Cross Reference Link
2. Guide to USAID's Assistance Application Process and to Submitting Unsolicited Assistance Applications.
3. Sample Fixed Obligation Grant

New Mandatory Reference: ADS 206

Revised Mandatory References:

1. Mandatory Standard Provisions for U.S., Nongovernmental Recipients
2. The following two documents are now housed in one Mandatory Reference titled: Mandatory Standard Provisions for Non-U.S., Nongovernmental Grantees Required as Applicable Standard Provisions For Non-U.S., Nongovernmental Grantees (Also known as Optional Standard Provisions for Non-U.S., Nongovernmental Grantees)

Chapter 315

Chapter 315 has numerous editorial changes.

Chapter 322

Chapter 322 has numerous editorial changes.

Chapter 350

Two mandatory references, Model Limited Scope Grant Agreement (35052m) and Strategic Objective Grant Agreement Principal Text (35051m) were substantively changed for ADS CD 16.

ADS CD 15

The AIDAR was extensively updated.

ADS 302: Chapter 302 has been updated in three places.

1. Sections 302.5.13 and E302.5.13 are new.
2. The glossary terms have been revised into the new format
3. In E302.5.11, the word "of" has been added to the second sentence of paragraph (a).

ADS 305: Chapter 305 has been revised in 305.3, 305.5.1f, and E305.5.7a. In addition, there were numerous editorial changes made throughout the document.

ADS 331: Chapter 331 was revised with minor editorial changes.

ADS CD 14

302 USAID Direct Contracting

302.5.3 - Approval of Contractor Salaries Exceeding Executive Service Level 6 (ES-6): This policy was revised.

311 Local Procurement

Editorial changes were made throughout this chapter.

350 Grants to Foreign Governments

Series 300 Interim Update #12 was added to the Mandatory Reference list in 350.7

ADS CD 13

302, 303, and 308.

302 USAID DIRECT CONTRACTING

302.1 - An additional authority was added.

302.2 - One definition was revised and one definition was added.

E302.5.3 a)1 - "Contracting officer's technical representative" now reads "cognizant technical representative."

302.5.4 - Added a phrase clarifying that other USAID regulations may apply to logistics support provided to USAID contractors in addition to this section.

302.5.5 - 302.5.12 - Incorporated existing Contract Information Bulletins into the chapter by adding new policies and corresponding essential procedures.

302.5.5 (Incorporating Competitive Proposals into Contracts by Reference);

302.5.6 (Grants under USAID Contracts);

302.5.7 (Key Personnel);

302.5.8 (Submission of Justifications for Other Than Full and Open Competition to the Agency Competition Advocate);

302.5.9 (Evaluation of Contractor Performance);

302.5.10 (Past Performance Information in Source Selection); 302.5.11

(Management of Cost Information in Negotiated Procurements); and

302.5.12 (Commerce Business Daily Notices).

302.7 - Added two new Mandatory References: "The Guide for the Preparation and Submission of Synopses" and "Past Performance Handbook - Contractor Performance Report Cards." Previously existing Mandatory References have been revised to be more concise and accurate. Specific FAR and AIDAR section references were removed.

303 MANDATORY REFERENCE - STANDARD PROVISIONS - NON-U.S. ORGANIZATIONS

Changes were made to two Mandatory References: "Mandatory Standard provisions for Non-U.S., Nongovernmental Recipients" and "Required as Applicable Standard Provisions for Non-U.S. Nongovernmental Recipients."

Provisions were updated in general in keeping with Regulation 26 and recent changes to the standard provisions for U.S. organizations. The applicability of Procurement Provision and Property Provision were changed. A new provision for recipient title with separate threshold was added so that there is now one provision for when property is over \$50,000 and one for when property \$50,000 and under. A new provision on Program Income was also added.

Editorial changes were made throughout this chapter.

308 LIST OF PUBLIC INTERNATIONAL ORGANIZATIONS

There was an editorial correction to a mandatory reference. One organization was added and one footnote was deleted.

"List of Public International Organizations" now includes the Office of the High Representative. In accordance with the policy in 308.5.1, the Assistant General Counsel for ENI and the acting Assistant Administrator for ENI designated the organization, Office of the High Representative, as a Public International Organization (PTO). The footnote has been deleted from the Pan American Health Organization. There is no confusion about the name, so there is no need to identify its earlier name.

ADS CD 12

302 USAID DIRECT CONTRACTING

This chapter was revised at 302.5.4 and E302.5.4.

314 TRANSPORTATION AND DELIVERY SERVICES

There were editorial changes made throughout the chapter and changes made to reflect the new M/OP/TC/TRANS office symbol.

315 CARGO PREFERENCE

There were editorial changes made throughout the chapter and changes made to reflect the new M/OP/TC/TRANS office symbol.

322 PROCUREMENT OF INSURANCE

There were editorial changes made throughout the chapter and changes made to reflect changes in Mandatory Reference materials.

DR-CD 11**301 RESPONSIBILITY FOR PROCUREMENT**

Revisions to Chapter 301 "Responsibility for Procurement" are strictly editorial in nature.

302 USAID DIRECT CONTRACTING

Revisions to Chapter 302, "USAID Direct Contracting", are also strictly editorial in nature.

303 GRANTS AND COOPERATIVE AGREEMENTS

Please note that ADS 303 was completely revised and Series 300 Interim Update #11, "Issuance of USAID Competitive Procedures for Grants and Cooperative Agreements is no longer applicable.

307 COMMODITY IMPORT PROGRAMS

This chapter was revised in its entirety.

310 SOURCE, ORIGIN AND NATIONALITY

Several sections within this chapter were revised.

310.4 - The definition for LLDC was revised.

310.5.1 - new 2nd paragraph

310.5.1a and 310.5.5 sections were revised.

310.6 and 310.7 sections were added to this chapter.

312 ELIGIBILITY OF COMMODITIES

Several sections within this chapter were revised.

312.2 - Paragraph #5 is new.

312.5.3b - section was revised.

312.6 and 312.7 sections were added to this chapter.

350 GRANTS TO FOREIGN GOVERNMENTS

Sections 350.6 and 350.7 were added to this chapter.

The individual Table of Contents were entirely redone for the chapters listed above.

SECTION IV

M/OP Chapters and Corresponding Superseded Handbooks

No.	Title	Supersedes
301	Responsibility for Procurement	HB 1, Supp.B, Ch. 3
302	USAID Direct Contracting	HB 1, Supp.B, Ch. 12
303	Grants and Cooperative Agreements	HB 1, Supp.B, Ch. 16B; HB 13 (except Ch. 5)
304	Choice of Implementation Instrument	HB 1, Supp.B, Ch. 25
305	Host Country Contracts	HB 1, Supp. B, Ch. 12C; HB 15, Ch. 3C
306	Interagency Agreements	HB 12 - except App. A, operations manual
307	Commodity Import Programs	HB 1, Supp.B, Ch.13; HB 15, Ch. 3A&B
308	Grants to Public International Organizations	HB 13 Chs 5 & 6
	Mandatory Reference Replaces	HB 13 App. 5A
310	Source, Origin and Nationality	HB 1, Supp.B, Ch.5; HB 15, Ch.2B
311	Local Procurement	HB 1, Supp.B, Ch.18
312	Eligibility of Commodities	HB 1, Supp.B, Ch.4 (except 4F); HB 15, Ch.2C

313	Eligibility of Suppliers and Contractors	HB 1, Supp.B, Ch.6; HB 15, Ch.12
314	Eligibility of Delivery Services	HB 1, Supp.B, Ch.7; HB 15, Ch.2D
315	Cargo Preference	HB 1, Supp.B, Ch.10; HB 15, Ch.7
316	Procurement under Intermediate Credit Institutions	HB 1, Supp.B, Ch.19
317	Fixed Amount Reimbursement Procurement	HB 1, Supp.B, Ch.20
318	Patent Rights	This chapter supersedes Series 300, Interim Update #4 from ADS CD 17, "Patent Reporting Requirements." Additionally, this chapter contains policy/procedure not found in the superseded Interim Update.
320	Marking	HB 1, Supp.B, Ch.22 HB 15, Ch.9
321	Small Businesses and Disadvantaged Enterprises	HB 1, Supp.B, Ch.23
322	Procurement of Insurance	HB 1, Supp.B, Ch.11 HB 15, Ch.8
323	Metric Specifications	HB 1, Supp.B, Ch.4F
324	Post Procurement	HB 1, Supp.B, Ch.24 HB 15, Ch.10
330	Source Rules for Administrative Procurement	HB 1, Supp.B, Ch.26
331	Small and Micro Purchases in USAID/W	ADS 516; formerly HB 20, Ch.8
350	Grants to Foreign Governments	This chapter supersedes the policy guidance in Handbook 3 relating to Program Grant Agreement (PROAG)

and Strategic Objective Agreement (SOAG) provisions.

Parts or all of most of the previous procurement handbooks remain as supplementary references to the ADS chapters. In the event of any conflict between a policy or essential procedure in the new ADS chapter and a policy or procedure in the supplementary references, the ADS requirement will apply. The supplementary references will be updated as necessary to make them current with the new policies. The material that remains as supplementary references includes: Handbook 11, "Country Contracting," (referenced in Chapter 305); Handbook 12, Appendix A, "Operations Manual" (referenced in Chapter 306); portions of Handbook 13, "Grants," including Chapter 5 on "Grants to Public International Organizations," (referenced in Chapter 303); Handbook 14, "AID Acquisition Regulations," (referenced in Chapter 302); and various portions of Handbook 15, "AID-Financed Commodities," (referenced in a number of ADS chapters).

Most of the chapters include changes in the official designated to approve waivers and other actions. In many cases, the head of the Strategic Objective Team has been designated as the approving authority in lieu of the Mission Director.

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